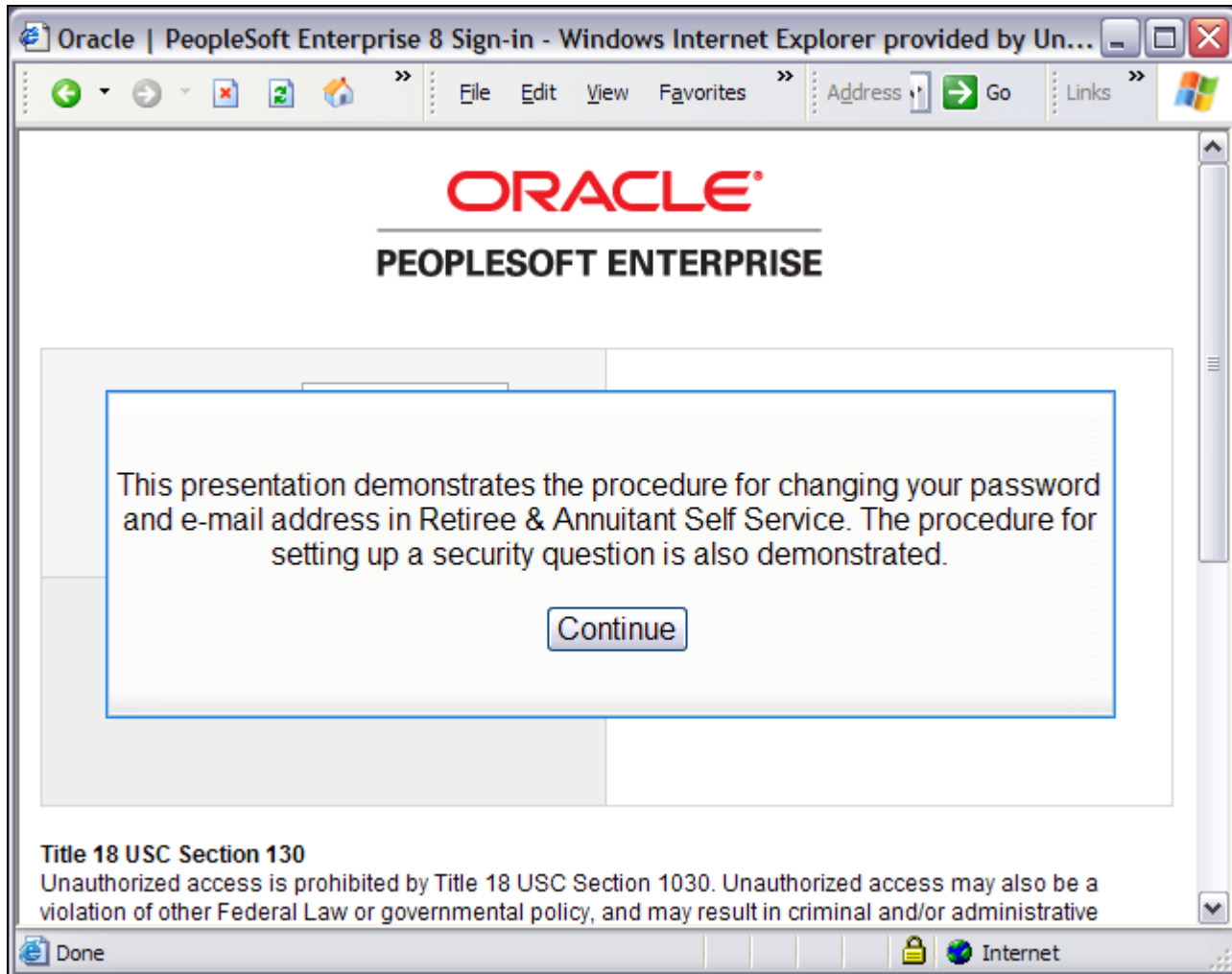


**Retired Global Pay Self Service**

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**Commanding Officer (ras)**  
**U. S. Coast Guard**  
**Pay & Personnel Center**  
**444 SE Quincy St**  
**Topeka, KS 66683-0001**  
<http://www.uscg.mil/ppc/ras>  
Email: [ppc-dg-ras@uscg.mil](mailto:ppc-dg-ras@uscg.mil)  
**1-800-PPC-USCG (772-8724)**

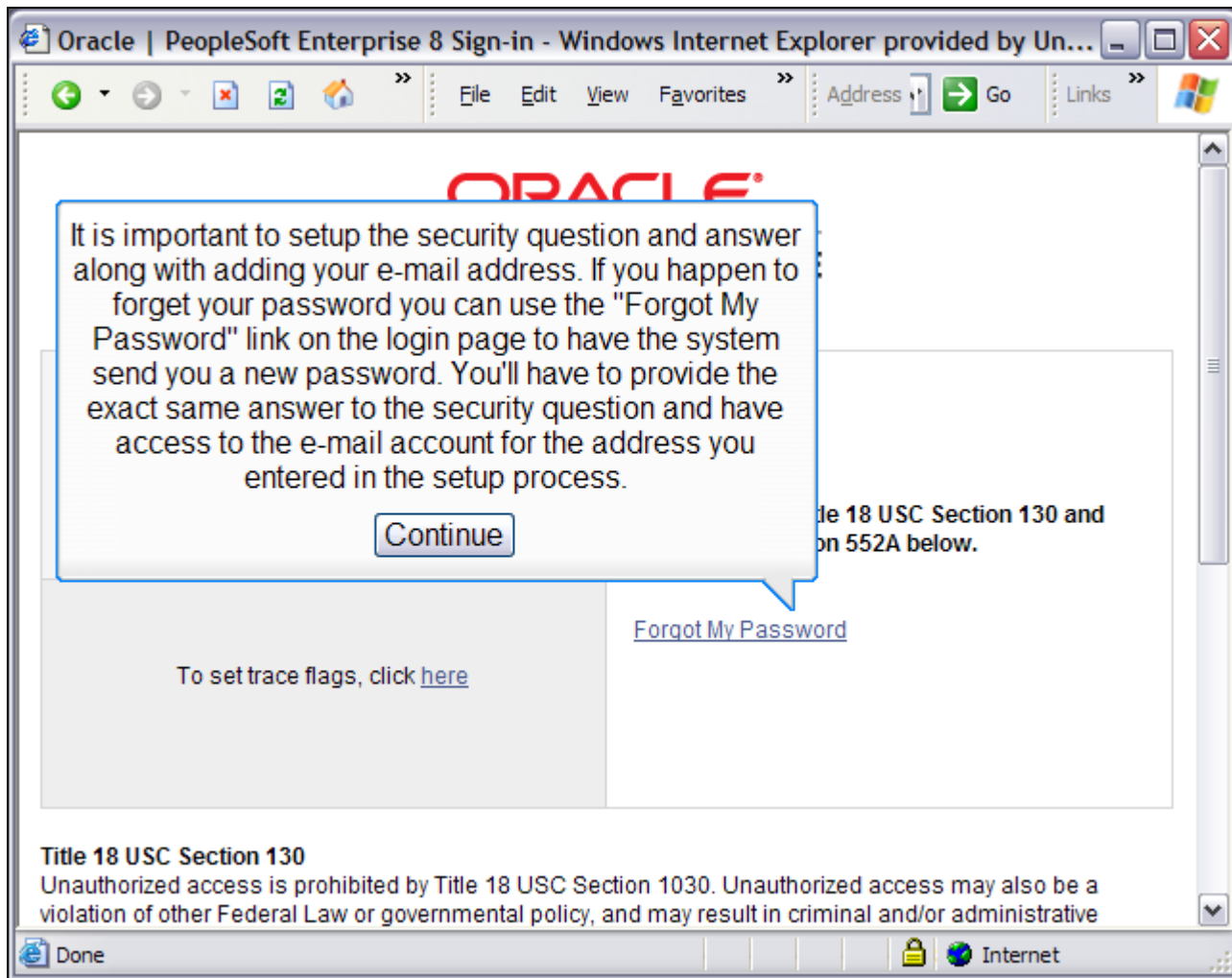
## Step 1 – Introduction



### Text Captions

This presentation demonstrates the procedure for changing your password and e-mail address in Retiree & Annuitant Self Service. The procedure for setting up a security question is also demonstrated.

## Step 2 – Introduction, continued



### Text Captions

It is important to setup the security question and answer along with adding your e-mail address. If you happen to forget your password you can use the "Forgot My Password" link on the login page to have the system send you a new password. You'll have to provide the exact same answer to the security question and have access to the e-mail account for the address you entered in the setup process.

### Step 3 – Enter User ID

Oracle | PeopleSoft Enterprise 8 Sign-in - Windows Internet Explorer provided by Un...

File Edit View Favorites Address Go Links

Enter your user ID. This is the same as your Employee ID number, which can be found on your Retiree/Annuitant Pay Slip shown below.

Continue

User ID:

Password:

Sign In

Please review Title 18 USC Section 130 and Title 18 USC Section 552A below.

SECURITY	U.S. COAST GUARD
RETIREE/ANNUITANT	
STATEMENT OF MONTHLY INCOME	
Pay Grade E6	Employee ID 1234567
Pay Delivery EFT	

Title 18 U.S.C. Section 1301 - PURPOSES

Unauthorized disclosure of information contained herein may also be a violation of other Federal Law or governmental policy, and may result in criminal and/or administrative

SBP INFORMATION

Done Internet

#### Text Captions

Enter your user ID. This is the same as your Employee ID number, which can be found on your Retiree/Annuitant Pay Slip.

## Step 4 – Enter Password

Oracle | PeopleSoft Enterprise 8 Sign-in - Windows Internet Explorer provided by Un...

File Edit View Favorites Address Go Links

**ORACLE**  
**PEOPLESOFT ENTERPRISE**

User ID:

Password:  Enter your password

Your default password will be setup for you initially. You will be prompted to change it upon login.

The formula for your default password follows:

CG + last 4 of your SSN @ four digit birth year.

For example, if the last 4 digits of your SSN are 1234 and you were born in 1956, your default password is CG1234@1956.

The password is case sensitive, so be sure to capitalize the CG when you type it in.

Continue

Done Internet

### Text Captions

Enter your password

Your default password will be setup for you initially. You will be prompted to change it upon login.

The formula for your default password follows:

CG + last 4 of your SSN @ four digit birth year.

For example, if the last 4 digits of your SSN are 1234 and you were born in 1956, your default password is CG1234@1956.

The password is case sensitive, so be sure to capitalize the CG when you type it in.

**Step 5 – Sign in**

Oracle | PeopleSoft Enterprise 8 Sign-in - Windows Internet Explorer provided by Un...

File Edit View Favorites Address Go Links

**ORACLE**  
**PEOPLESFT ENTERPRISE**

User ID: OG\_SELFSERVICE

Password:

**Sign In**

Please review Title 18 USC Section 130 and Title 5 USC Section 552A below.

[Forgot My Password](#)

To set trace flags

**Click the Sign In button**

**Continue**

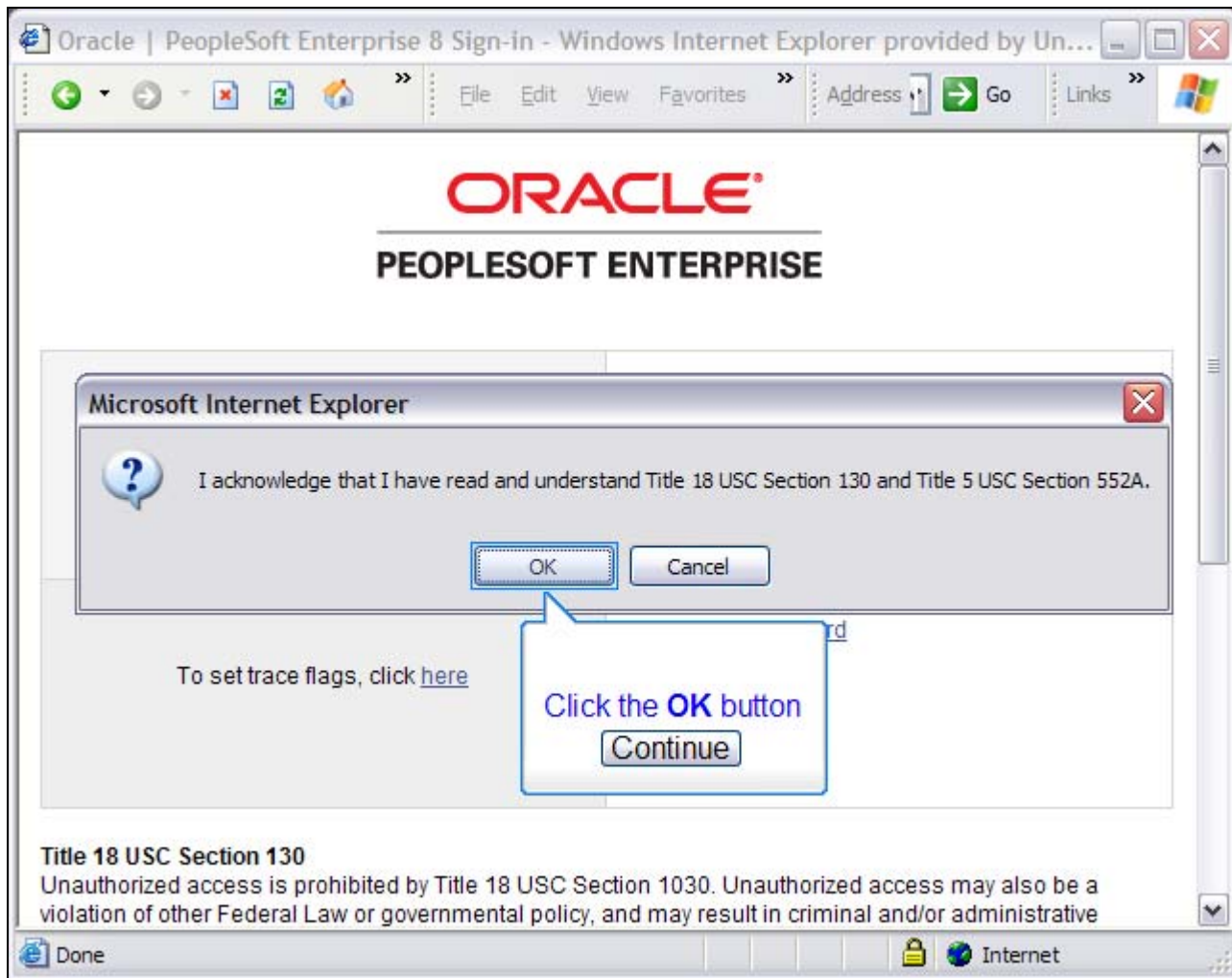
**Title 18 USC Section 130**  
Unauthorized access is prohibited by Title 18 USC Section 1030. Unauthorized access may also be a violation of other Federal Law or governmental policy, and may result in criminal and/or administrative

Done Internet

**Text Captions**

Click the **Sign In** button

## Step 6 – Acknowledge Use Warning



Text Captions

Click the **OK** button

## Step 7 – Select the Change My Password link



Your password has expired.

[Click here to change your password.](#)

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### Text Captions

The **Your Password has expired** page appears

Select the **Click here to change your password** link



## Step 8 – Enter Current Password

Change My Password - Windows Internet Explorer provided by United States Coast G...

United States Coast Guard  
U.S. Department of Homeland Security

Home Sign out

New Window | Help | Customize Page | http

### Change Password

User ID: CG\_SE

Description: CG\_SELFERVICE

\*Current Password:

\*New Password:

\*Confirm Password:

If you forget your password, you can have a  
Enter a question and your response below.

Question:

Continue

Done Internet

### Text Captions

The **Change My Password** page appears

Enter your **Current Password** (the one you just signed in with)

## Step 9 – Enter New Password

Change My Password - Windows Internet Explorer provided by United States Coast G...

United States Coast Guard  
U.S. Department of Homeland Security

Home Sign out

### Change Password

User ID: CG\_SELFSERVICE  
Description: CG\_SELFSERVICE

\*Current Password:   
\*New Password:   
\*Confirm Password:

If you forget your password, you can have a new password emailed to you.  
Enter a question and your response below. These will be used to reset your password.

Question:

Continue

**Enter a New Password following these rules:**

- 1) Global Pay passwords must:
  - a) Be between 9 and 32 characters long;
  - b) Include at least 1 number, and
  - c) Have at least 1 special character. For example, ! @ # \$ % & \* ( ) - + \ | [ { } ; : / ? .
- 2) Passwords are case sensitive. You should use both lowercase and capital letters in your password.
- 3) Your password cannot be the same as your User ID.
- 4) Don't use passwords that are based on personal or any other type of information that can be easily accessed or guessed such as your address or children's names.

### Text Captions

#### Enter a New Password following these rules:

- 1) Global Pay passwords must:
  - a) Be between 9 and 32 characters long;
  - b) Include at least 1 number, and
  - c) Have at least 1 special character. For example, ! @ # \$ % & \* ( ) - + \ | [ { } ; : / ? .
- 2) Passwords are case sensitive. You should use both lowercase and capital letters in your password.
- 3) Your password cannot be the same as your User ID.
- 4) Don't use passwords that are based on personal or any other type of information that can be easily accessed or guessed such as your address or children's names.

## Step 10 – Confirm New Password

Change My Password - Windows Internet Explorer provided by United States Coast G...

United States Coast Guard  
U.S. Department of Homeland Security

Home Sign out

New Window | Help | Customize Page | http

### Change Password

User ID: CG\_SELFSERVICE  
Description: CG\_SELFSERVICE

\*Current Password:

\*New Password:

\*Confirm Password:

If you forget your password, you can have a new password emailed to you.  
Enter a question and your response below. These will be used to verify your identity.

Question:

Answer:

Continue

### Text Captions

Select the **\*Confirm Password** box and reenter the new password.

## Step 11 – Select Security Question

Change My Password - Windows Internet Explorer provided by United States Coast G...

United States Coast Guard  
U.S. Department of Homeland Security

Home Sign out

New Window | Help | Customize Page | http

### Change Password

User ID: CG\_SELFSERVICE  
Description: CG\_SELFSERVICE

\*Current Password:

\*New Password:

\*Confirm Password:

Select the drop down list

Continue

If you forget your password, you can have a new password emailed to you.  
Enter a question and your response below. These will be used to authenticate you.

Question:

Done Internet

Text Captions

Select the drop down list

**Step 12 – Select Security Question, continued**

The screenshot shows a web browser window titled "Change My Password - Windows Internet Explorer provided by United States Coast G...". The page header includes the United States Coast Guard logo and the text "United States Coast Guard U.S. Department of Homeland Security". Navigation links for "Home" and "Sign out" are in the top right. The main form area contains fields for "Current Password", "New Password", and "Confirm Password", each with a masked input field. Below these is a text block: "If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you." The "Question:" field is a dropdown menu with a list of questions displayed below it. The "Response:" field is a text input. A "Continue" button is located to the right of the question list. At the bottom left, there is a "Change Password" button and an "Email Address:" label. The browser's status bar at the bottom shows "Done" and "Internet".

Current Password: [masked]

\*New Password: [masked]

\*Confirm Password: [masked]

If you forget your password, you can have a new password emailed to you.  
Enter a question and your response below. These will be used to authenticate you.

Question: [dropdown menu]

Response: [text input]

Please verify your primary email address.

Email Address: [text input]

Change Password

Select a **Question** from the list

Continue

What is the mascot of your favorite sports team?  
What is the name of the street where you grew up?  
What is the name of your favorite movie?  
What is your favorite brand?  
What is your favorite vacation spot?  
What is your mother's maiden name?  
What is/was the name of your first pet?  
What town were you born in?  
What was the make and model of your first car?  
Where did you attend sixth grade?

**Text Captions**Select a **Question** from the list

## Step 13 – Enter Security Question Answer

The screenshot shows a web browser window titled "Change My Password - Windows Internet Explorer provided by United States Coast G...". The page header includes the United States Coast Guard logo and the text "United States Coast Guard" and "U.S. Department of Homeland Security". Navigation links for "Home" and "Sign out" are in the top right. The main form area contains fields for "Current Password", "New Password", and "Confirm Password", all masked with dots. Below these is a message: "If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you." The "Question:" field is a dropdown menu with "What is your favorite brand of shoe?" selected. Below it is a "Response:" text input field. Further down is a section to "Please verify your primary email address." with an "Email Address:" field containing "alan.m.oneil@us". A yellow "Change Password" button is at the bottom left, and a "Continue" button is at the bottom right. A blue callout box with the text "Enter your Answer for the security question." points to the "Response:" field.

Text Captions

Enter your **Answer** for the security question.

## Step 14 – Update Email Address

Change My Password - Windows Internet Explorer provided by United States Coast G...

United States Coast Guard  
U.S. Department of Homeland Security

Home Sign out

Current Password:

\*New Password:

\*Confirm Password:

If you forget your password, you can have a new password emailed to you.  
Enter a question and your response below. These will be used to authenticate you.

Question:

Select from the list of questions.

Response:

Please verify your primary email address.

Email Address:

Select the **Email Address** box

Change Password Continue

Text Captions

Select the **Email Address** box

**Step 15 – Update Email Address, continued**

Change My Password - Windows Internet Explorer provided by United States Coast G...

United States Coast Guard  
U.S. Department of Homeland Security

Home Sign out

Current Password:

\*New Password:

\*Confirm Password:

If you forget your password, you can have a new password emailed to you.  
Enter a question and your response below. These will be used to authenticate you.

Question:

Select from the list of questions.

Response:

Please verify your primary email address.

Email Address:

**Enter your Email address.**

Text Captions

Enter your Email address.



## Step 16 – Save Your Changes

The screenshot shows a web browser window titled "Change My Password - Windows Internet Explorer provided by United States Coast G...". The browser's address bar is empty, and the menu bar includes File, Edit, View, Favorites, Address, Go, and Links. The page header features the United States Coast Guard logo and the text "United States Coast Guard" and "U.S. Department of Homeland Security". In the top right corner, there are links for "Home" and "Sign out".

The main content area contains the following fields and instructions:

- Current Password:** A text input field with a masked password (dots).
- \*New Password:** A text input field with a masked password (dots).
- \*Confirm Password:** A text input field with a masked password (dots).
- Question:** A dropdown menu with the selected option "What is your favorite brand of shoe?". Below it, a text input field contains the response "Keds".
- Response:** A text input field containing the response "Keds".
- Please verify your email address:** A text input field.
- Email Address:** A text input field.
- Continue:** A button.
- Change Password:** A button.

A blue callout box with the text "Click the **Change Password** button" points to the "Change Password" button. Another blue callout box with the text "Click the **Change Password** button" points to the "Continue" button.

The browser's status bar at the bottom shows "Done" and "Internet".

Text Captions

Click the **Change Password** button

**Step 17 – Save Your Changes, continued**

Change My Password - Windows Internet Explorer provided by United States Coast G...

United States Coast Guard  
U.S. Department of Homeland Security

Home Sign out

Current Password:

\*New Password:

\*Confirm Password:

If you forget your password, you can have a new one. Enter a question and your response below. These will be used to authenticate you.

Question:

Select from the list of questions.

Response:

Please verify your primary email address.

Email Address:

**Processing**

The "Processing" message will appear.

Continue

**Change Password**

Opening page https://ep-dev.direct-access.us/ps

**Text Captions**

The "Processing" message will appear.

**Step 18 – Save Complete**

Text Captions

Click the **OK** button

**Step 19 – Return to the Self Service menu****Text Captions**

The **Self Service content** page appears.  
You can select another menu item or Sign Out of the system.

Select the **Sign out** link

## Step 20 – Exit System



### Text Captions

The Oracle | PeopleSoft Enterprise 8 Sign-in page appears